



EL CAMINO COLLEGE

Division of Business

MINUTES

Division Council Meeting
September 21, 2016

Present: Rapp, Virginia
Lau, Philip

Absent: Botello, Michael
Perkins, Richard
Escalante Troesh, Joshua (AS)

ASO Reps: Karim, Aaisha
Vazquez, Christopher

Recorder: Lavonné Plum

The meeting began at 1:00 p.m.

DEPARTMENT PLANS

The Accounting department plan was discussed. P. Lau stated the department would meet and discuss the department plan and program review. P. Lau was asked to also discuss with his department whether they supported requesting new full-time faculty. P. Lau responded that the department would like to request new faculty members and that he, Kurt Hull and Ana Milosevic would participate on the committee. V. Rapp stated that she would forward the previous narrative for the department to review. It was added that the department plans need to be completed so the unit plan for the division can be completed.

BUDGETING AND PLANNING

It was then added that anything for which the departments may see a need should be added to the department plan. Discussions included a certificate in QuickBooks that would be ideal for students. It was explained that there are certificates that can be fast-tracked. It was added that when there are industry certificates available it is good for enrollment. It was added that currently Citrus has a QuickBooks certificate that El Camino should consider.

SLOs

Faculty were reminded that SLOs and PLOs need to be completed.

OTHER BUSINESS

As discussions continued V. Rapp explained that this was the first Council meeting and the council had more members. She explained that D. Pahl would not be participating this semester due to a family emergency. J. Escalante Troesh was attending the Academic Senate today, this is the only scheduled meeting to conflict with Academic Senate.

It was explained that the meeting usually consisted of a review of items directly related to the Business Division. Announcements of what the faculty need to know and share with their colleagues about the Business Division as well as get updates from the ASO Senators.

The ASO Senators were introduced. It was shared that the senators also may request faculty participation. They announced that they would like to have an information meeting similar to the one held last semester. Representatives from Cal States came to speak with students. This one would contain UC, Cal State, and private universities.

P. Lau asked about SI funding and requested a SI coach. It was explained that the SI requests had exceeded the budget and the SI coaches were spread across more areas. It was added that SEP funds had been used to fund SI sessions but there have been many more requests.

The change in software for the “clickers” was also discussed.

The meeting adjourned at 1:25 p.m.